

**POSITION DESCRIPTION****IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3**OSER-DCLR-10 (Rev. 08-2010)  
State of Wisconsin  
Office of State Employment Relations

1. Position No.

2. Cert / Reclass Request  
No.3. Agency  
No.**165**

4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS  
**Department of Safety and Professional Services**  
**Division of Industry Services**  
1400 E. Washington Ave  
Madison, WI 53703

6. CLASSIFICATION TITLE OF POSITION

IS Business Automation Analyst - Senior

7. CLASS TITLE OPTION *(to be filled out by Human Resources Office)*

8. NAME AND CLASS OF FORMER INCUMBENT

9. AGENCY WORKING TITLE OF POSITION

IS Business Automation Analyst - Senior

10. NAME &amp; CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Robin Zentner, Director, Bureau of Field Services

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE  
PERFORMED THE WORK DESCRIBED BELOW?13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? ☐ Yes ☒ No  
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

**See attached**15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION *(Please see sample format and instructions on Page 3.)*

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.

— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.

— TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

**See attached**16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION *(See Instructions on Page 2)*a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

*(Please initial and date attachments.)*

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

*(Please initial and date attachments.)*

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Personnel Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

## **CLASSIFICATION TITLE- SUB-TITLE**

IS Business Automation Analyst - Senior

### **POSITION SUMMARY**

Under general supervision of the Field Services Director, this position provides Global Information System (GIS) development and implementation support for the Division's goals. Those include real-time inspection reporting, increased inspection vs administrative and travel time and provide necessary tools for inspection staff to be more productive. This position supports the additional goal of having workload inspections mapped rather than listed from legacy systems. The incumbent will have a broad knowledge of GIS business rules, principles, and practices in the specialty area and provides services that enable the business area to apply technology to meet business requirements.

### **TIME GOALS AND WORKER ACTIVITIES**

- 40%    A.    Provide GIS business support for the Division of Industry Services
- A1.    Participate with the data export from legacy systems into a format compatible with a GIS System.
  - A2.    Communicate with developers, software providers and Division personnel on the needs of the division.
  - A3.    Develop methodology for layered mapping allowing each discipline to see their projects independent of other staff.
  - A4.    Develop phasing notification system that allows inspection staff to identify project construction by phase, new, footing and foundations, rough and final inspection phases.
  - A5.    Generate system reports for management of workload. These reports should be created for both staff and managers to use.
- 30%    B.    Provide training to staff and managers on the implementation and use of the GIS tool.
- B1.    As the department GIS resource, set up and coordinate training sessions for staff.
  - B2.    Provide training to staff on the use of the GIS tool.
  - B3.    Answer questions related to implementation and use.
  - B4.    Create training documents and guides for sessions.
- 20%    C.    Data Entry and system maintenance
- C1.    Function as the liaison between the DSPS business area and the IT staff developing process and standard operating procedures for GIS use, data entry and maintenance of database.
  - C2.    Perform data entry, data formatting and configuration for utilization within GIS system.
- 10%    D.    Work to meet division goals.
- D1.    Assist with the implementation of goals for real-time inspection reports, increased inspection time vs administrative and travel times and other Division goals.

### **KNOWLEDGE AND SKILLS**

1.    Knowledge and understanding of GIS tools and their applications
2.    Experience using and applying GIS tools to regulatory environment.
3.    Excellent reliability and punctuality
4.    Strong attention to detail
5.    Ability to multitask on a continual basis
6.    Data entry skills.
7.    Excellent interpersonal and customer service skills.
8.    Organizational skills
9.    Oral and written communication skills.
10.   Computer skills, i.e. Microsoft Office products, GIS Software and knowledge of other databases.
11.   Grammar, spelling, punctuation, and proof reading skills
12.   Strong math skills
13.   Ability to exercise a professional demeanor and represent agency in a positive manner
14.   Ability to work well with others